



# County of Los Angeles

## Department of Health Services



Inviting Resumes for:

## **CORRECTIONAL HEALTH DIRECTOR (UNCLASSIFIED)**

ANNUAL SALARY: \$204,232.32 - \$309,122.26 (Range R19)

\$204,232.32 - \$332,306.40 (Range R20\*)

(See page 4 for further information)

**FILING PERIOD: September 4, 2020 - Until the needs have been met**

## **ABOUT LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES**

The Los Angeles County Department of Health Services (DHS) is the second largest municipal health system in the nation. DHS operates as an integrated health system, operating 26 health centers and four acute care hospitals, in addition to providing health care to youth in the juvenile justice system and inmates in the LA County jails. Across the network of DHS' directly operated clinical sites and through partnerships with community-based clinics, DHS cares for about 800,000 unique patients each year, employs over 23,000 staff, and has an annual operating budget of 5.9 billion.

Through academic affiliations with the University of California, Los Angeles (UCLA), the University of Southern California (USC), and the Charles R. Drew University of Medicine and Sciences (CDU), DHS hospitals are training sites for physicians completing their Graduate Medical Education in nearly every medical specialty and subspecialty. In addition, to its direct clinical services, DHS also runs the Emergency Medical Services (EMS) Agency and the County's 911 emergency response system, as well as Housing for Health and the Office of Diversion and Re-entry, each with a critical role in connecting vulnerable populations, including those released from correctional and institutional settings, to supportive housing, and postgraduate medical education through university affiliations for interns, residents and fellows to train the physician workforce for tomorrow.

### **POSITION OVERVIEW**

The director is unclassified (at-will) and reports directly to the Director, Department of Health Services. The position manages the day-to-day operations of a comprehensive jail healthcare service system, which historically serves approximately 17,000 pre-sentenced and sentenced county jail inmates. This position is responsible for overseeing all healthcare service planning, organizing, and coordinating efforts relative to the delivery of medical, dental, mental health, substance use disorders, and all related ancillary services in an integrated jail healthcare delivery system.

## **EXAMPLES OF DUTIES**

- Oversees the preparation and administration of the County Jail's integration health care delivery systems multi-million-dollar budget, including staffing, pharmaceuticals, medical equipment, and contracted services.
- Plans, directs, and coordinates through subordinate program managers, the delivery of all medical, dental, mental health, substance use disorder, and any related ancillary services for presentenced or sentenced inmates.
- Directs the development and implementation of new programs and services throughout the jail healthcare service delivery system.
- Oversees the development and implementation of policies and procedures for the jail healthcare delivery system; ensures compliance with directives, policies, and procedures.
- Works collaboratively with the Sheriff Department to resolve any day-to-day operational, personnel, quality of care or related issues.
- Oversees the recruitment and selection process for health care chiefs and managers.
- Oversees the development and monitoring of performance expectations for all integrated jail personnel and mentors, and coach's health care managers throughout the jails.
- Serves as committee member, participant, or representative on a variety of committees, task forces, etc. focused

on internal jail healthcare business needs or operations.

- Represents jail healthcare services in meetings with representatives of other County departments, State and Federal agencies, and other public and private entities.

*The preceding statements reflect the general duties and responsibilities of the position and are not considered a detailed description of all work requirements that may be inherent in the job or required for the effective discharge of the position's responsibilities.*



## **QUALIFYING EDUCATION AND EXPERIENCE REQUIREMENTS**

Three (3) years of experience, at the level of Associate Hospital Administrator I or higher, managing the clinical and administrative day-to-day operations of a medium- to- large size\* comprehensive health care or correctional facility.

A Master's degree from an accredited college or university in Nursing, Business Administration, Hospital Administration or a closely related field will be accepted for one year of the required experience.

\*A medium to large sized healthcare facility serves a large patient population and is considered those licensed for 300 or more beds.

## LICENSE

A valid California Class “C” driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related functions.

## COMPENSATION AND BENEFITS

(Range R19)

Annual Salary: \$204,232.32 - \$309,122.26

This position is subject to the provisions of the County’s Management Appraisal and Performance Plan (MAPP). The successful candidate may be appointed to any salary within the MAPP range, depending on qualifications.

\*(Range R20)

Annual Salary: \$204,232.32 - \$332,306.40

Successful candidates may be appointed to Range R20 salary with valid and current license to practice as a registered nurse issued by the California Board of Registered Nursing –OR- a California State Physician and Surgeon’s Certificate authorized by the Board of Medical Examiners of the State of California.

**Benefits:** The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan-** The successful candidate will participate in a contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal

agreements with several public retirement systems in California.

- **MegaFlex Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan (MegaFlex) using a tax-free County contribution of an additional 14.5% to 17% of the employee’s monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within MegaFlex include medical, dental, disability, life and AD&D insurance. (MegaFlex Plan is not available to County employees who are currently in Flex).
- **Non-Elective Days** – 10 paid days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.
- **Dependent Care and Health Care Reimbursement Accounts** are also available.
- **Savings Plan (401k)** – Optional tax-deferred income plan.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan.
- **Holidays** – 12 paid days per year.



## **SELECTION PROCESS**

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.

The names of the most highly qualified candidates will be submitted for consideration.

**NOTE: Appointment to this position is contingent upon the satisfactory completion of background and reference checks.**

## **FILING INSTRUCTIONS**

Qualified candidates are invited to submit a statement of interest and resume. The statement of interest should detail positions held, education completed, special qualifications and a record of accomplishments.

Resumes must include the following:

1. Names of schools, colleges, or universities attended, dates attended, and degrees earned with field(s) of study. Please enclose copies of degree(s), licenses and certificates together with the resume.
2. For each organization and program managed please include:
  - The name of each employer, titles held, and dates of employment.
  - Size of organization and budget information for programs managed.

- Number and composition of personnel supervised.
- Scope of management responsibilities and functions managed.

3. Sufficient information to determine if candidate experience meets the Qualifying Education & Experience Requirements sections of this recruitment announcement.

All submitted information will be reviewed and evaluated as received. Please submit your statement of interest and resume materials to:

Christina Roy, Exam Analyst  
Department of Health Services  
Recruitment & Examinations Office  
5555 Ferguson Drive, Suite 220-10  
City of Commerce, CA 90022  
E-mail: Croy@dhs.lacounty.gov  
Phone: (323) 914-7837  
Fax: (323) 869-0942

*Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.*

## **SPECIAL INFORMATION**

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the



Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call the ADA Coordinator at:

(323) 914-7111- ADA Coordinator- Voice  
(800) 899-4099 (TTY)  
(800) 897-0077 (TTY)  
(800) 735-2922 (CRS)

Any applicant for county employment who has been convicted of worker's compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).



### **SOCIAL SECURITY ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect Windfall

Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement.

For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

### **EMPLOYMENT ELIGIBILITY INFORMATION**

Final employment is contingent upon verification of U.S. Citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986 are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

This announcement may be downloaded from the County of Los Angeles websites at:

<http://www.dhs.lacounty.gov> or <http://hr.lacounty.gov>

The County of Los Angeles is an Active Equal Opportunity Employer